

Mrs. McDuffie,

I am writing to let you know that I am resigning from my paraprofessional position at The Futures Program effective 11/14/2018.

I would like to thank you for having me as part of your team. I am proud to have worked for The Futures Program, and I appreciate the time and patience you have shown in training me. I have learned a lot about the field of education students with emotional and behavioral disorders, and these skills will serve me well in my career in futures years.

While my intent was to stay with the program for the entire length of the school year, my personal life has become more demanding. I do not feel like I can dedicate the time needed for this position in the program any longer.

Please acknowledge this letter as my official notice of resignation. I will do my best to ensure that all of my student files are updated for Mrs. Patterson to ensure a smooth transition and I will collect my belongings on Friday, November 16 after students have left for the day. I have been fortunate to have been a part of The Futures Program, and I wish you continued success.

Sincerely,

Rachel Means